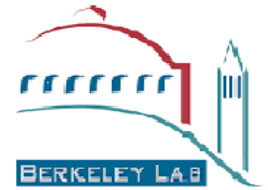


Computer-Related Ergonomic Safety Talking Points and Observation Criteria

**Supporting Managers and Supervisors in
Meetings with Employees**

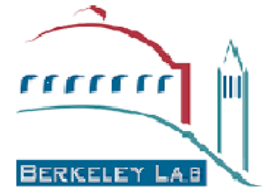
March 14, 2007

Background to Discussions



- **Scope of the Problem:**
 - **~70% of recordable injuries this FY are from ergonomic causes**
 - **~70% of ergonomic injuries involve computer work (remainder mainly involve laboratory and shop work)**
 - **Most significant cause of computer related ergo injuries is workload hazard control (help = work with manager)**
 - **Single most significant contributing factor is not requesting help when ergonomic issues surface (help = request ergonomic evaluation)**

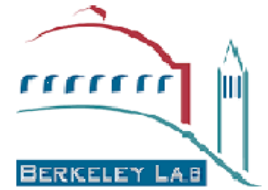
Suggested Employee Discussion Topics – Computer Ergo (p1)



- **Meet with employees in their workspace so you can observe the ergonomic issues in their work.**
- **Begin by telling the employee you are there to see their workstation configuration and work with them to identify potential ergonomics problems. Be positive, be supportive, be a problem solver!**
- **First, ask them if they are having any discomfort, if so request an ergonomic evaluation (select “discomfort” in the database under “reason for evaluation”)**

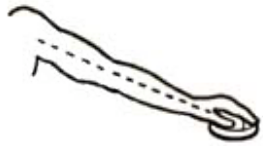
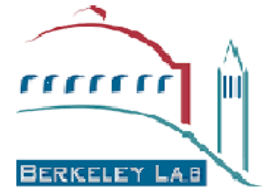
@ <https://isswprod.lbl.gov/Ergo/Login.asp>

Suggested Employee Discussion Topics – Computer Ergo (p2)

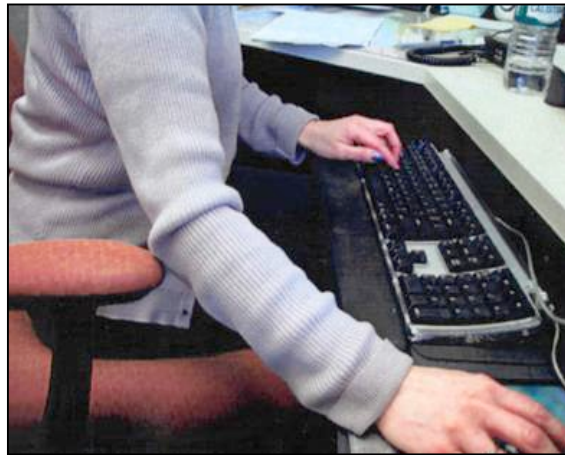


- **Second, ask them if they are experiencing periodic difficult workload increases and do they need help from you**
- **Third, work with them and determine if they need specific ergonomic improvements (common 4 posture problems, better use of breaks, etc.)**
- **Ask them to show you (if possible) how they work on specific high-risk tasks (keyboarding, using the mouse, sorting, filing, etc.)**
- **If the employee is not feeling discomfort, but you (or the employee) would still like an ergonomic evaluation, request one through the database (select “Preventative” in the database under “reason for evaluation”**
- **Use the attached slides to help guide your discussions.**

Most Common Ergo Posture (habit) Problems (p1)



1. Mouse arm



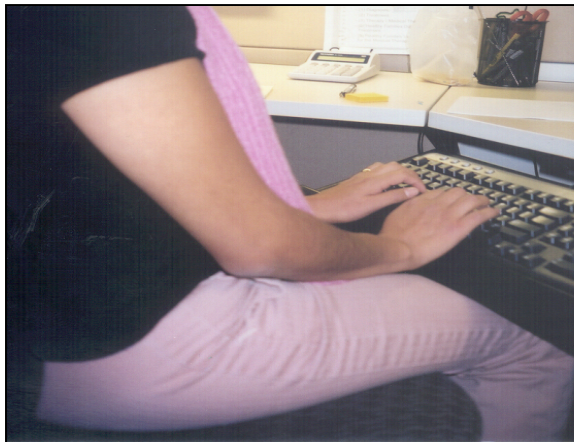
Bad – arm under stress



Better – mouse close to body



2. Bent wrist & palm planting

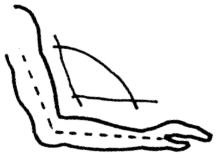
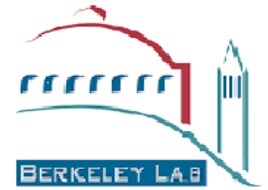


Bad – keyboard too low



Better – raise keyboard, wrists neutral

Most Common Ergo Posture (habit) Problems (p2)



3. Unsupported Arms



Bad – arms in stress



Better – arms supported



4. Bike riding Posture

Frequently caused
by eyesight issues
– glasses OK?

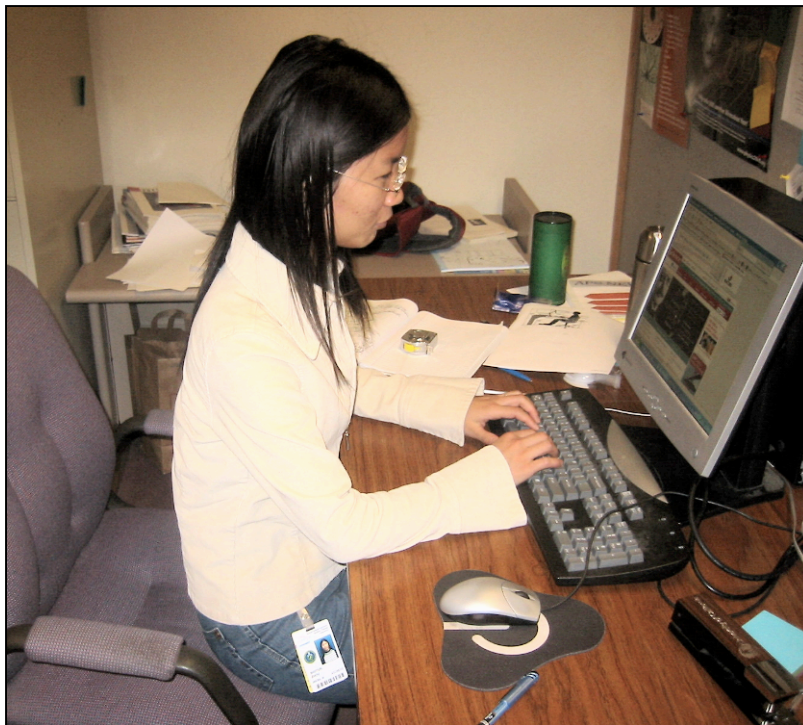
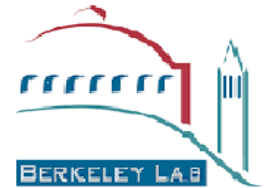


Bad - sitting out of the gate



Better - relaxed

Work Surface Height Correction



Before

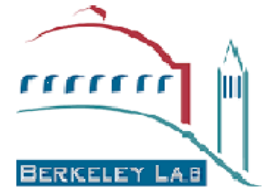
Employee working at 30" high surface for several years. Reported discomfort in neck/shoulder region; requested eval.



After

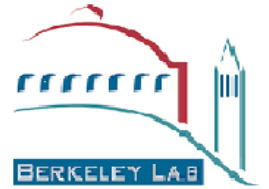
Found height adjustable table in room and lowered to 26".
Follow-up 2 weeks later – feeling fine.

Workload Hazard Controls p1



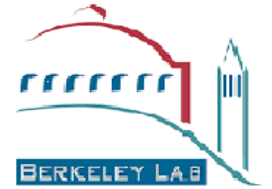
- Visit, observe, and discuss ergonomics with employees regularly (e.g., walkarounds, group meetings, etc.)
- Be attentive and anticipate changes in the workload of your staff (e.g., cyclical “crunch” periods)
 - Major increase in ergonomic risk when you increase your computer related workload. (4 hrs/day is benchmark for risk; each hour above 4 hrs., risk increases significantly)
- Potential hazard controls
 - Encourage employees to take regular breaks (3-4 minutes minimum for every 30 minutes of computer work)

Workload Hazard Controls p2



- Potential hazard controls (continued)
 - Cross train employees; allows task variety and avoids single point failure on key work
 - Distribute the workload; work as a team
 - Use keyboard shortcuts to relieve strain of repetitive mouse use
 - @ http://www.lbl.gov/ehs/safety_minute/index.shtml
 - Check on employees frequently when workload is high to ensure they are working safely and comfortably
 - Request an ergonomic evaluation at first sign of discomfort @ <https://isswprod.lbl.gov/Ergo/Login.asp>

Take Frequent Breaks



My HANDS & ARMS... every 30 minutes I stretch my hands and fingers wide and shake them out. Every chance I get I rest my hands in a thumbs-up position.



My EYES...every 20 minutes I look off into a distance of 20 feet or close my eyes for 20 seconds.

My SEATED BODY... every 30 minutes I get up and move about - take 30 footsteps or I just stand, stretch and shake out the stress.